

Section 7.5 FUNCTIONS MENU

Data Collection Inquiry

Emp Info Tab

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| Purpose | This section provides the procedures for Timekeepers and Employees to inquire on employees' and non-employees' general information, leave balances, and standard distribution data by using the Emp Info tab window. |
| Tab | Emp Info |
| Reminders | <ol style="list-style-type: none"> 1. The Emp Info tab is accessed through the Functions, Data Collection Inquiry items on the menu bar. 2. The Emp Info tab consists of the following bottom tabs: <ul style="list-style-type: none"> ■ General Info - This tab is automatically activated when the Emp Info tab is clicked and contains general employee information. ■ Leave Balance - This tab allows a user to view leave balances as well as the following: <ul style="list-style-type: none"> ■ Continuous Service Hours ■ Defined Contribution 40, 50, 60 ■ Family Medical Leave (FMLA) ■ Seniority 1, Seniority 2 ■ Since Step ■ Unclassified ■ Z Clearing ■ College/University Service Hours ■ County Service Hours ■ LOLA Hours (Leave or Layoff Adjustment) ■ Military Hours ■ Other Hours ■ Prior Service Hours ■ Seniority Hours ■ Voluntary Plan Hours ■ Std Distribution - This tab allows a user to view standard coding block data. |

Employee Information Tab

| | |
|--------------------------|--|
| Reminders (Continued) | 3. Data is displayed differently for employees and non-employees due to differences in time reporting. The Leave Balance and Std Distribution bottom tabs will be inactive for non-employees since non-employees do not accumulate leave balances and do not have a standard distribution defined |
| References | <i>No Specific References</i> |

Emp Info Tab (General Info Bottom Tab) for Employee

The following window is displayed when the Emp Info tab is selected. The fields displayed are described on the following page.

The screenshot shows a Windows-style application window titled "DCDS 32". The menu bar includes "File", "Edit", "Options", "Functions", "Params", "Reports", "Window", and "Help". The main window has a tabbed interface with tabs: "Selection", "Time", "Activity", "Equipment", "Inventory", "Leave Req", "Emp Info", and "History". The "Emp Info" tab is selected. Below the tabs, the employee information is displayed: "AMBEAU, KASPARS M III" with SSN "010-10-5442", Eff Dt: "12/22/1990", and PP EndDt: "9/30/00". The "Employee General Information" section contains the following fields: Name, Dept (01), Agency (01), TKU (001), Emp. No. (134720), HRMN Dept. Code (FIXME), HRMN Dept. Name (FIX ME), Pos (GOVERNORA01N), Appt Status Code (AF), UNCLASSIFIED, Appt. Eff. Date (12/22/1990), Departure Date, FMLA Expiration Date, Voluntary Plan, Vol. Plan Hours (0), Vol. Plan Exp. Date, ClassType (Unclassified), Job Code (GOVLTGOV), Retirement Code (12), Work Site, Work County (33), Union Code (Z80), FLSA Exempt (Y), FLSA Exp Date, Average Hours (.0), Std Hours Reg (80), Shift 2 (0), and Shift 3 (0). Below this section are three sub-tabs: "General Info", "Leave Balance", and "Std Distribution". The "General Info" sub-tab is selected. At the bottom of the window are navigation buttons: "<=", "<", ">", "=>", and a "Close" button. The status bar at the bottom left shows "Ready".

| Employee General Information | |
|-----------------------------------|-------------------------|
| Name: AMBEAU, KASPARS M III | SSN: 010-10-5442 |
| Dept: 01 Agency: 01 TKU: 001 | Emp. No.: 134720 |
| HRMN Dept. Code: FIXME | HRMN Dept. Name: FIX ME |
| Appt Status Code: AF UNCLASSIFIED | Pos: GOVERNORA01N |
| Appt. Eff. Date: 12/22/1990 | Departure Date: |
| Voluntary Plan: | FMLA Expiration Date: |
| Vol. Plan Hours:0 | Vol. Plan Exp. Date: |
| ClassType: Unclassified | Job Code: GOVLTGOV |
| Retirement Code: 12 | |
| Work Site: | Work County: 33 |
| Union Code: Z80 | |
| FLSA Exempt: Y | FLSA Exp Date: |
| Average Hours: .0 | |
| Std Hours Reg: 80 | Shift 2: 0 |
| Shift 3: 0 | |

Emp Info Tab (General Info Bottom Tab) for Employee

The following information is displayed:

| Field Name | Description |
|----------------------|--|
| Name | The employee's name. |
| SSN | The employee's Social Security Number. |
| Dept | The employee's department number. |
| Agency | The employee's agency number. |
| TKU | The employee's Timekeeping Unit (TKU) number. |
| Emp No | The employee's unique identification number assigned by the Human Resource Management Network (HRMN). |
| HRMN Dept Code | The employee's numeric department code used by the Human Resource Management Network. |
| HRMN Dept Name | The title associated with the HRMN Department Code. |
| Appt Status Code | The employee's Appointment Status identifies if the employee is full time classified, part time classified, etc. |
| Pos | The employee's position number identifies jobs with sets of similar duties, knowledge, skills and abilities. |
| Appt Eff Date | The employee's Appointment Effective Date. This is the same as the Eff Date in the Selection List window on the Selection tab. |
| Departure Date | The employee's Departure Date from position if on leave or separated. |
| FMLA Expiration Date | The Family Medical Leave Act expiration date for the employee, if on file. |
| Voluntary Plan | A code that identifies the plan an employee has enrolled in under the Voluntary Work Schedule Adjustment Program. |
| Vol Plan Hours | Indicates the number of hours applicable in the Voluntary Work Schedule Adjustment Program. |

Emp Info Tab (General Info Bottom Tab) for Employee

| Field Name | Description |
|-------------------|--|
| Vol Plan Exp Date | Displays the expiration date of the Voluntary Work Schedule Adjustment plan, if an employee is participating. |
| Class Type | The employee's classification (i.e., classified, unclassified, Per Diem, SPS Contractual). |
| Job Code | A code which identifies an employee's particular job or classification. This code is used for reporting, wage analysis, and other personnel/payroll functions. |
| Retirement Code | Retirement (pension) plan code assigned to employee. |
| Work Site | Site code assigned to employee's position. |
| Work County | The County Code where the employee's position is located. |
| Union Code | A code that identifies which union an employee belongs. |
| FLSA Exempt | The Fair Labor Standards Act (FLSA) code indicates the employee's overtime pay eligibility. Y - Not Eligible N - Eligible Note: A Y* indicates eligibility on an exception basis. |
| FLSA Exp Date | The Expiration Date of an exception for FLSA overtime approval. |
| Average Hours | The average of hours for less than full time employees reported for the previous six pay periods. Current pay period hours are included ONLY if Time and Attendance has been <u>submitted</u> . |
| Std Hours Reg | The employee's first shift regular hours. |
| Shift 2 | The employee's second shift regular hours. |
| Shift 3 | The employee's third shift regular hours. |

Emp Info Tab (Leave Balance Bottom Tab) for Employee

The following window is displayed when the Leave balance bottom tab is selected. Only Hours Types that have a balance are displayed. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS 03.03.01" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Data Collection Inquiry" and contains several tabs: Selection, Time, Activity, Equipment, Inventory, Leave Req, Emp Info, and History. The "Leave Req" tab is selected, displaying information for employee "AMBERS, KENYATTA" with SSN "590-10-5440". The "Leave Balance" section shows a table of available balances for various hours types over the pay period 09/02/2001 to 09/15/2001. The table has columns for "For Pay Period", "Hours Type", "Available Balance", and "Balance Last Update". The data is as follows:

| For Pay Period | Hours Type | Available Balance | Balance Last Update |
|-------------------------|------------|-------------------|---------------------|
| 09/02/2001 - 09/15/2001 | ANLV | 256.0 | 07/13/2001 |
| | SKLV | 930.5 | 07/13/2001 |
| | SCHL | 8.0 | 07/13/2001 |
| | CONTINUOUS | 60171.4 | 07/13/2001 |
| | DEFC 40 | 60075.8 | 07/13/2001 |
| | SINCE STEP | 160.0 | 07/13/2001 |

Below the table are navigation buttons: "<=", "<", ">", and "=>". A "Close" button is located at the bottom right of the window. The status bar at the bottom left indicates "Ready".

Emp Info Tab (Leave Balance Bottom Tab) for Employee

The following information is displayed:

| Field Name | Description |
|----------------------|---|
| Name | The employee's name. |
| SSN | The employee's Social Security Number. |
| Dept | The employee's department number. |
| Agency | The employee's agency number. |
| TKU | The employee's Timekeeping Unit (TKU) number. |
| For Pay Period | The pay period start and end dates. |
| Hours Type | <p>The employee's leave hours type as well as the following:</p> <ul style="list-style-type: none"> ■ Continuous Service Hours ■ Defined Contribution 40, 50, 60 ■ Family Medical Leave (FMLA) ■ Seniority 1, Seniority 2 ■ Since Step ■ Unclassified ■ Z Clearing ■ College/University Service Hours ■ County Service Hours ■ LOLA Hours (Leave or Layoff Adjustment) ■ Military Hours ■ Other Hours ■ Prior Service Hours ■ Seniority Hours ■ Voluntary Plan Hours |
| Available Balance | Displays the balance of hours available for each hours type. The accrual does not display for the current pay period. To view the accrual amount, scroll to the previous pay period. |
| Balance Last Updated | Date of the most current hours balance. The date may be different from the pay period end date, if hours have been adjusted. |

Emp Info Tab (Std Distribution Bottom Tab) for Employee

The following window is displayed when the Standard Distribution bottom tab is selected. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS 32" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Employee Data Collection" and contains several tabs: Selection, Time, Activity, Equipment, Inventory, Emp Info, and History. The "Emp Info" tab is active, displaying a form for "AMATO, GREIG EUGENE" with fields for SSN (590101162), Department (59), Agency (01), and TKU (001). Below this, the "Std Distribution" tab is selected, showing a table with columns: AY, Index, PCA, Grant, Phase, AG1, Project, Phase, AG2, AG3, Multi, and Percent. The table contains one row with values: 01, 99995, and 100. At the bottom of the window, there are buttons for "<=", ">=", Submit, Prev Used CB, Delete, and Close. The status bar at the bottom left indicates "Ready".

| AY | Index | PCA | Grant | Phase | AG1 | Project | Phase | AG2 | AG3 | Multi | Percent |
|----|-------|-----|-------|-------|-----|---------|-------|-----|-----|-------|---------|
| 01 | 99995 | | | | | | | | | | 100 |

Emp Info (Std Distribution Bottom Tab) for Employee

The following information is displayed:

| Field Name | Description |
|-----------------------|--|
| FACS Agy | The employee's Financial Administration and Control System (FACS) agency number. |
| Name | The employee's name. |
| SSN | The employee's Social Security number. |
| Department | The employee's department number. |
| Agency | The employee's agency number. |
| TKU | The employee's Timekeeping Unit (TKU) number. |
| Appt Date | The employee's start date for current position. This date is the same as the Eff Date in the Selection List window on the Selection tab. |
| Coding Block Elements | The coding block defined for standard distribution. |
| Percent | Percentage of costs applied to the specific coding block row of information. |
| Start Date | The date the standard distribution will become effective. |
| End Date | The date the standard distribution will not be effective. |

Emp Info Tab (General Info Bottom Tab) for Non-Employee

The following window is displayed when the selection criteria has been entered and the Emp Info tab is selected. The fields displayed are described on the following pages.

The screenshot shows a software window titled "DCDS 32" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Data Collection Inquiry" and contains several tabs: Selection, Time, Activity, Equipment, Inventory, Leave Req, Emp Info (selected), and History. Below the tabs, the following information is displayed:

Jones, Mark C 001-01-0101 Eff Dt: 07/07/2000 PP EndDt: 9/30/00

Non Employee General Info

| | | | |
|-----------------------------|--------------------------------|---|---------|
| SSN: 001010101 | First: Mark | Middle: C | Suffix: |
| Last Name: Jones | Agy: 01 | TKU: 001 | |
| Dept.: 01 | HRMN Dept. Code: 10000 | HRMN Dept. Name: OFFICE OF THE GOVERNOR | |
| Union Code: A31 | Start Date: 07/07/2000 | End Date: 12/31/2222 | |
| Class Type: Classified | Job Code: ACCOUNT | | |
| FLSA Exempt: Y | Wk Status Cd: C | | |
| Firm No: 12345 | Contract No: 23456 | | |
| Vendor No: 56789 | Hourly Rate: \$100.00 | | |
| Modified User Id: T_HRMND99 | Modified Date: 7/7/00 13:12:58 | | |

Below the table are three tabs: General Info (selected), Leave Balance, and Std Distribution. At the bottom of the window are navigation buttons: <=, <, >, and =>, and a Close button.

Emp Info Tab (General Info Bottom Tab) for Non-Employee

The following information is displayed:

| Field Name | Description |
|-------------------|---|
| SSN | The non-employee's Social Security Number. |
| Name | The non-employee's name (last, first, middle). |
| Dept | The non-employee's department number. |
| Agy | The non-employee's agency number. |
| TKU | The non-employee's Timekeeping Unit (TKU) number. |
| HRMN Dept Code | The non-employee's numeric department code used by the Human Resource Management Network. |
| HRMN Dept Name | The title associated with the HRMN Department Code. |
| Union Code | A code which identifies a non-employee's bargaining unit, if the employee is a pending employee. |
| Start Date | The start date for non-employee. |
| End Date | The end date for non-employee. |
| Class Type | The non-employee's classification, if applicable. |
| Job Code | A code which identifies a non-employee's particular job or classification. This code is used for reporting, wage analysis, and other personnel/payroll functions. |

Emp Info Tab (General Info Tab) for Non-Employee

| Field Name | Description |
|--------------------------------|---|
| FLSA Code | The Fair Labor Standards Act (FLSA) code indicates the non-employee's overtime pay eligibility, if applicable. Y - Not Eligible N - Eligible Note: A Y* indicates eligibility on an exception basis. |
| Wk Status Cd | A code which indicates the work status of a non-employee C - Contractual V - Volunteer E - Employee |
| Firm No | The Firm number for non-employee, if applicable. |
| Contract No. | The non-employee's contract number. |
| Vendor No. | The non-employee's vendor number. |
| Hourly Rate | The non-employee's hourly rate. |
| Modified User ID/Modified Date | The User ID of the last person who made modifications and the date modifications were made. |